



## Sample text of a workplace breastfeeding policy

**Business Name:**

**Date:**

It is our policy to encourage all of our pregnant and postpartum employees to consider breastfeeding their children as a means of promoting the health of both child and mother. We encourage and support employees in their efforts to combine working and breastfeeding.

1. This workplace breastfeeding support policy recognizes that breastfeeding is the most healthful, natural and economic method of infant nutrition. It is our policy to support the needs of breastfeeding mothers when they return to work.
2. Maternity leave planning will address the transition from full-time maternity leave to full-time work and the impact that this may have on breastfeeding.
  - Maternity leave is sufficient to establish breastfeeding, generally 6-8 weeks.
  - Options include: a combination of full-time and part-time maternity leave, a flexible work schedule to accommodate breastfeeding needs, break times to use a breast pump at work.
3. Breastfeeding employees are allowed a flexible schedule for nursing or pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave must be used or the employee can come in earlier, leave later or take a shorter lunch.
4. An appropriate room will be provided where nursing women can:
  - a. Nurse an infant brought in during lunch or breaks.
  - b. Pump breast milk to be stored for later use.
  - The room will be a private area for breastfeeding or pumping located in an area where a crying infant will not be disruptive to other employees.
  - The room will have accessible electrical outlets for electric breast pump use and a sink close by with a clean, safe water source for hand washing and rinsing out breast pump equipment.
  - The room will contain a comfortable chair with arms for nursing, a nursing stool could be optional, a table or desk and a chair for pumping.
5. If needed, a sign up sheet will be posted to ensure that all those needing the room will have the opportunity to use it.
6. A small refrigerator will be available for safe storage of breast milk. Breastfeeding women will provide their own containers and milk stored in the refrigerator will be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.